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Attachment to 5-0899

JAN 14 1954

Chief, General Services

Director of Security

Renovation of Reception Areas

1. A recent survey conducted by the Security Office to determine the general condition of the Agency reception areas resulted in the following general findings:

(a) In general, the walls of the reception areas were found smudged, scarred, and in need of repainting. Rugs, floor linoleum, and floors are unkempt and dirty.

(b) Many of the "Receptionist" signs now posted are worn and in need of replacement. Some are either Scotch taped or thumb tacked to the wall, presenting an untidy appearance.

(c) Various receptionists reported that on numerous occasions the areas have been used after working hours as a combined lunch room and lounging facility. Orange peels, crumbs, pie plates, lunch bags, footprints on sides of desks, and the like have evidenced use of rooms during the night.

2. The following recommendations are offered:

(a) Have the char force crews perform a more thorough job of dusting and cleaning.

(b) Adopt a uniform sign twelve inches high by fourteen inches long to be mounted on a four foot standard and placed outside the door of all reception areas. The sign should read: RECEPTIONIST - VISITORS PLEASE REPORT HERE FOR PROCESSING.

(c) Paint those rooms which show need as indicated under Detailed Summary of Findings.

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(d) Adoption of a uniform placard, twelve inches long by six inches high, to be placed on the main reception area desk, reading NO LOITERING.

Detailed Summary of Findings

North Building - Area freshly painted; linoleum dirty and in need of repair; general cleaning of area necessary.

South Building - Area freshly painted.

Central Building - Area in need of painting and general cleaning.

Administration Building - Paint in fair condition; area clean.

Temporary Q - Front Entrance - Area needs painting; general cleaning needed.

Rear Entrance - Area needs painting and general cleaning.

25X1A

Temporary M - This reception area in very good condition.

25X1A

██████████ Street - This area in need of painting and general cleaning.

████████████████████ - Area needs painting and cleaning.

25X1A

Building 13 - Area in good condition.

Building ██████████ - Area in good condition.

Curie Hall - Freshly painted but in need of general cleaning.

Temporary L - Area in need of painting and general cleaning.

Temporary K - Needs painting.

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Temporary J - Needs painting and general cleaning.

Temporary I - Needs painting and general cleaning.

Quarters I - Area needs painting and general cleaning.

Sheffield Edwards

SO/CJK:pjn (1/8/54)

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